

3354:1-30-02.1 Procedure on access and success.

- (A) The College shall provide opportunities for student learning and success through open access, equity, and academic excellence.
- (B) Annually, the College will determine student residency for the purpose of assessing tuition and fees for credit courses in accordance with the State of Ohio Board of Regents and the Ohio Association of Collegiate Registrars and Admission Officers guidelines.
- (C) The College will provide developmental educational programs and services that identify and serve the needs of students for whom access to full educational opportunities can be improved through essential educational skills training and special support services.
- (D) Admissions.
 - (1) The College shall facilitate access to affordable and widely attainable educational opportunities and services. The College admissions processes will encourage a multicultural environment, and will not illegally discriminate against applicants or students on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.
 - (2) In the event that the College lacks capacity to admit all qualified applicants, residents of Cuyahoga County shall be given admission preference.
 - (3) Only those individuals who meet one or more of the following requirements may be admitted to the College:
 - (a) High school graduates.
 - (b) Any person providing documentation of successful completion of the GED.
 - (c) High school non-graduates who are participating in dual enrollment programs.
 - (d) High school non-graduates who have attained the age of eighteen.

- (4) Applicants must submit the following credentials to the Office of Admissions and Records at the campus of their choice:
 - (a) A completed Application for Admission form.
 - (b) A high school transcript or an official GED transcript, if any.
 - (c) Official transcripts from all colleges or universities previously attended, if any.
- (5) Admission to the College does not necessarily ensure entry into a specific credit or non-credit program. The College maintains standards for entry to selected limited access programs. Individuals applying for admission to such programs may be required to submit additional credentials and documentation as determined by the appropriate academic or non-credit department.
- (6) Applicants who are enrolled at another college or university and who desire to be admitted to the College under a transient status may be asked to submit a transient permission form from their home institution. Proof of completion of a prerequisite course may be required and demonstrated on a transcript from the home institution.
- (7) Some applicants may be required to submit additional paperwork. These may include, without limitation:
 - (a) High school students - PSEOP application or other early admission application.
 - (b) Program 60 – proof of residency in the state of Ohio for one year.
 - (c) Cross Registration – enrollment form designated by the Northeast Ohio Council on Higher Education.

- (d) Dual Admission Programs – specific application for each program.
- (8) If students do not enroll for the term indicated on their applications, they may reactivate their applications without resubmitting credentials by notifying the Office of Admissions and Records prior to the first day of class of the following term.
- (9) The College will provide opportunities for high school students to receive College credit through a variety of programs, including but not limited to Tech Prep, Post Secondary Enrollment Options, and Dual Enrollment Options.
- (a) The Tech Prep Program offers a 2+2 curriculum that allows students graduating from tech prep high school programs articulated with the College to receive credit for college courses as prescribed in the articulation agreement provided all requirements are met.
 - (b) The Post Secondary Enrollment Options Program provides eligible secondary school students to take college level courses which will complement their educational goals and allow them to explore new fields and become exposed to collegiate teaching methods and procedures. Students can select either: Option A – College courses for college credit only, or Option B – College courses secondary school and college credit.
 - (c) The Dual Enrollment Options Program is available only for high school students who have been determined by the College to have demonstrated the academic ability, maturity, and preparation required to be successful in a college course or courses. Being admitted to a Dual Enrollment Options Program does not entitle a student to enroll in any course of his/her choice. The College shall determine under what circumstances students qualify for specific courses. Those wishing to enroll in math or English courses will be required to take the College placement test(s) to determine the appropriate course level.

- (d) The terms of admission to these programs are subject to articulation agreements and specific academic program requirements.

(E) Assessment.

- (1) The College shall assess the English and mathematics skills of its students and prescribe enrollment in appropriate English and mathematics courses to help facilitate students' opportunities for academic and personal success.
- (2) Evaluation of the assessment instruments and placement criteria will be reviewed and evaluated on a regular basis.
- (3) Persons holding a college degree may have the assessment process waived.
- (4) The following students must participate in the assessment and placement process:
 - (a) All students registering for an initial English or mathematics course.
 - (b) All students who register for twelve or more credit hours during their initial semester at the College.
 - (c) All students who have accumulated a total of twelve credit hours during previous terms.
 - (d) All applicants who are currently in high school.

(F) Registration.

The College shall provide various processes to enable students to enroll including, but not limited to, in person, online, via mail or by telephone. The academic calendar, published in the Course Schedule and Catalog specifies dates, times and other relevant information necessary to register for courses.

(G) Counseling and Academic Advising.

- (1) The College provides counseling and academic advising services focused on the developmental needs of students. These services are designed to help benefit the student's academic experience.
- (2) The College will provide instructional, professional counseling, and advising services for current, former and prospective students seeking assistance in effectively implementing their educational and career decisions.

(H) Financial Aid.

- (1) The College shall publish and make readily available to current and prospective students information on federal, state, local, private and institutional financial assistance programs.
- (2) The College is subject to various laws and regulations relating to student financial aid.
- (3) Awards and disbursements of financial aid funds to students must be authorized by the campus financial aid office at the campus of registration.

(I) Textbook Affordability.

- (1) The College shall create and implement strategies and programs designed to help ensure textbooks and other educational materials are affordable to its students.
- (2) When available, the College offers its students the option to purchase new, used, or digital textbook and materials as well as the option to rent textbooks on a semester basis. The College also unbundles publisher materials when possible. Students are also free to search outside vendors from which to acquire textbooks and materials for College courses.

(3) The College works with faculty to ensure only materials needed for a particular course are ordered and that will assist faculty in developing and promoting the use of open access resource.

(J) Student Life and Athletics.

The College shall provide opportunities for students to participate in athletic and co-curricular activities designed to enhance their academic, personal, and social development.

(K) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: April 20, 2018

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March 19, 2009

Procedure amplifies: 3354:01-30-02